

## **MEDICATION and PROCEDURE MANAGEMENT FOR Out of State Field Trips**

### **STATEMENT OF PURPOSE:**

Schools must assure that medications administered to students are done so in a way that assures safety and compliance with the school policies and procedures and each state's law. The nurse is responsible for knowing the scope of practice for nurses in the state they will be traveling into plus their home state.

Unlicensed assistive personnel (UAP) indicates the person to whom the school nurse/associate school nurse trains and delegates the administration of medication or nursing task.

### **AUTHORIZATION/LEGAL REFERENCE:**

- See MEDICATIONS first page

### **REQUIRED SCHOOL NURSE/ASSOCIATE SCHOOL NURSE ROLES:**

Only the school nurse/associate school nurse, the student's parent/guardian, or the designated UAP (see UAP above) may administer medication during school sponsored events. For one exception see Allergies – Life Threatening – Section 3 (this manual) for the designation of personnel trained to administer stock epinephrine auto-injectors to first time anaphylactic reactions.

### **Rationale:**

- Students will be able to fully participate in all school functions.
- Many students require medications and or nursing procedures while attending school and school sponsored events, to maintain their health and to be ready to learn.
- Students occasionally require medications or procedures that are only given at home or are required at times when students are not typically in school.
- The school may have no knowledge of which students require medications or procedures outside of the typical school day.
- If the field trip will include travel across state lines or into other countries, the administration of all prescription medications or nursing tasks must be in compliance with the laws of that state or that country.
- School personnel need additional time to obtain:
  - appropriate permissions
  - pharmacy labeled containers
  - related supplies, e.g. syringes, equipment for tube feedings
  - training in the administration of the medication and or nursing tasks for the field trips
- Planning may include:
  - Assessment of transportation plans
  - Determination of food/dietary options
  - Layout of the place/s to be visited
  - Length of time away from home
  - Access to health/emergency care resources

- Preparations for potential emergencies

### Delegation of Medications on Out-of-State Field Trips

NASN's Executive Director, Donna Mazyck, met with NCSBN (July, 2012) and requested a clarification on medication administration for students on school trips that occur in states outside the student's home state. NCSBN's response was:

*"...the school nurse will need to contact the boards of nursing in the states where the field trips occur in order to determine the practice allowances for the licensed nurse related to delegation of nursing functions."*

The National Council of State Boards of Nursing has a current listing of each state's board of nursing contact information: <https://www.ncsbn.org/contactbon.htm>

### Resources:

American Nurses Association. (2012). *Principles for delegation by registered nurses to unlicensed assistive personnel (UAP)*. Silver Spring, MD: Author

Kentucky Department of Education: Field Trips and Medication (2014)

<http://education.ky.gov/districts/shs/pages/field-trips-and-medication-administration.aspx>

National Association of School Nurses

*School-Sponsored Trips, Role of the School Nurse - Position Statement* (2013)

[www.nasn.org/PolicyAdvocacy/PositionPapersandReports/NASNPositionStatementsFullView/tabid/462/smId/824/ArticleID/567/Default.aspx](http://www.nasn.org/PolicyAdvocacy/PositionPapersandReports/NASNPositionStatementsFullView/tabid/462/smId/824/ArticleID/567/Default.aspx)

Erwin, K., Clark, S., & Mercer, S. E. (March 2014 vol. 29 no. 2 84-88 ). Providing Health Services for Children With Special Health Care Needs on Out-of-State Field Trips.

[\*NASN School Nurse\*](#). Retrieved 3/6/15

National Association of State School Nurse Consultants

[www.schoolnurseconsultants.org/](http://www.schoolnurseconsultants.org/)

National Council of State Boards of Nursing (NCSBN). (2011). *Model nursing practice act and model nursing administrative rules*. Retrieved from

[www.ncsbn.org/Model\\_Nursing\\_Practice\\_Act\\_March2011.pdf](http://www.ncsbn.org/Model_Nursing_Practice_Act_March2011.pdf)

NCSBN- Contact a Board of Nursing: [www.ncsbn.org/contactbon.htm](http://www.ncsbn.org/contactbon.htm)

U.S. Department of Education. (2011). *Protecting students with disabilities: Frequently asked questions about Section 504 and the education of children with disabilities*. Retrieved from: [www2.ed.gov/about/offices/list/ocr/504faq.html](http://www2.ed.gov/about/offices/list/ocr/504faq.html)

U.S. Visas. U.S. Department of State – Bureau of Consular Affairs – Find a U.S. Embassy or Consulate: <http://travel.state.gov/content/visas/english/general/find-a-u-s--embassy-or-consulate.html>

### Medication Protocol for Field Trips

- The school health office should be notified of any day time field trip at least two weeks in advance; overnight field trip notification should be **ONE** month in advance.
- Medications, usually taken at home, but required for overnight field trips shall meet the same requirements for safe medication administration within the school setting.
- The trained school personnel (UAP), responsible for the administration of medication shall pick up medications, related supplies, and paperwork on the morning of the scheduled trip (or mutually agreed upon time).
- The medication will be in a properly labeled container with the date and time that it is to be given.
- The UAP administering the medication shall receive training by the school nurse/associate school nurse. The training shall cover the safe administration of medication and or procedures. The school nurse/associate school nurse and the UAP shall sign the dated delegation-training authorization. The UAP shall be given a copy of the medical order, a medication and procedure fact sheet.
- All medications, including over-the-counter medications and supplies shall be given to the adult designated by the school nurse/associate school nurse. Exceptions to this policy are those medications deemed "rescue drugs" such as insulin, epinephrine auto-injectors and rescue inhalers. Written permission shall be on file for any student to carry self-administering medications.
- The UAP shall verify the medication and/or procedure delegation by documenting the date, time and their initials following administration of the specific medication/procedure. If for any reason a student does not receive the medication/procedure within a reasonable time, the UAP shall notify the parent and school nurse/associate nurse and may need to complete a medication incident report.
- This procedure shall be followed on all field trips.